


PLEASE READ THE FOLLOWING BEFORE COMPLETING THE EXAM

Please read the *Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means* before completing the CM/ECF Certification Exam. Many questions on the exam are drawn from the Administrative Procedure.

The exam you are about to take is in Adobe Acrobat (.pdf) format. When you have completed the exam, it is important that you correctly save it so that it can be mailed to the Court and graded. To correctly save the exam, you must click on the 'Diskette' icon (ex.: ) on the Adobe toolbar, and save the file to a desired location on your hard drive. **An example of the Adobe toolbar appears below** (a pointer is provided below to direct your attention to the 'Diskette' icon):



DO NOT click 'File', 'Save' in your browser's toolbar. Once the exam is saved following the instructions above, either email the saved file to the Court at the following email address:

dina_yentura@nynb.uscourts.gov

or

thomas_zdanowicz@nynb.uscourts.gov

or print the completed exam and mail it to us at:

**U.S. Bankruptcy Court - NDNY
Attn: Thomas Zdanowicz
James T. Foley Courthouse
445 Broadway, Suite 330
Albany, NY 12207**

CM/ECF Certification Exam #1
U.S. Bankruptcy Court - Northern District of New York

This test consists of 40 questions. They cover the mechanics of ECF, instructions contained in the Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means (Administrative Procedure), the Local Bankruptcy Rules for the Northern District of New York (LBR), proofs of claim and local practice. Each question is worth 2.50 points. A passing score is 80.

Carefully answer each question by clicking on the line (____) provided to the left of the your choice.

STUDENT INFORMATION

First Name: _____

Last Name: _____

Email Address: _____

Telephone Number: _____

Date: _____

Question #1

When setting your email account through the utilities menu, what do you select to set up your Email notification?

- ☐ A. View Transaction Log
- ☐ B. Docket Sheet
- ☐ C. Add/Delete Notification
- ☐ D. Maintain Your Account

Question #2

You can elect to receive a Summary Report of cases of Interest in which activity has taken place.

- ☐ A. True
- ☐ B. False

Question #3

Which of the following functions can the CM/ECF Email Notification program **not** do for you?

- ☐ A. Email you a Notice of Electronic Filing for selected cases
- ☐ B. Email you a hyperlink to the filed document
- ☐ C. Email you at desired email address
- ☐ D. Email you at your desired email address
- ☐ E. . Email you a copy of the filed document

Question #4

Of the following steps in setting up your Email notification, the first is to:

- ☐ A. Enter the email address to which notices will be sent
- ☐ B. Indicate whether you want to receive a Notice of Electronic Filing
- ☐ C. Identify the cases for which you would like to receive notification
- ☐ D. Indicate whether you want to receive a Summary Report

Question #5

Which of the following statements best describes the method used to record the party who is filing the answer?

- ☐ A. Pick the name of the party from the pick list of parties
- ☐ B. The party's name is added automatically
- ☐ C. Type the party's name in the docket text
- ☐ D. Click the check-box for the correct party

Question #6

After entering the case number, the next step in filing a motion is to:

- ☐ A. Select Motions/Applications from the Bankruptcy Events screen
- ☐ B. Enter the case number
- ☐ C. Pick the motion filer
- ☐ D. Select the specific motion type from a pick list

Question #7

Once you have entered your motion in CM/ECF, which event should be entered next?

- ☐ A. Proposed Order
- ☐ B. Notice of Hearing or Notice of Default Hearing
- ☐ C. Certificate of Service
- ☐ D. Exhibit

Question #8

If you have already submitted a docket entry and discover that you have uploaded the wrong PDF file, you should:

- ☐ A. Simply use the browser's "back" button to back up and reselect the correct PDF file
- ☐ B. Submit the correct PDF version in paper copy to the court
- ☐ C. Contact the Court's Help Desk and await instructions on fixing the error
- ☐ D. Start over and redocket the entry

Question #9

To change your CM/ECF password, you must:

- ☐ A. Contact the court because you can't do it yourself
- ☐ B. Click on the Change Password button when you first log into CM/ECF
- ☐ C. File a Motion for Password Change at the court
- ☐ D. Go to the Utilities menu and choose Maintain Your Account

Question #10

The preferred way to electronically "sign" a document is to:

- ☐ A. The system will automatically enter your Login ID into your document
- ☐ B. Print the page, sign it, then scan it into PDF format
- ☐ C. On the line for signature, type "/s/" followed by the name of the party signing on signature line.
- ☐ D. Your Login ID and Password constitutes your signature, so there is no reason to sign a document.
- ☐ E. All of the above

Question #11

The creditor matrix should be saved in what type of file before it can be uploaded in CM/ECF?

- ☐ A. In Word (.doc) format
- ☐ B. In WordPerfect (.wpd) format
- ☐ C. In PDF (.pdf) format
- ☐ D. In ASCII DOS Text (.txt) format

Question #12

The attorney for a debtor, within three days of an electronic filing, must submit paper copies of certain documents to the case trustee and UST.

- ☐ A. True
- ☐ B. False

Question #13

An "ECF Case - Chambers Copy" in paper format is required for most matters:

- ☐ A. True
- ☐ B. False

Question #14

Documents referenced as attachments (such as leases, notes, etc.) must be filed with the court electronically, either:

- ☐ A. In full (either as one pdf or broken out as several attachments depending on the file size)
- ☐ B. Summarized and filed with a Summary of Exhibits
- ☐ C. Both A or B
- ☐ D. None of the above

Question #15

In the NDNY Bankruptcy Court, all noticing required under FRBP 2002 is performed by the Clerk's Office.

- ☐ A. True
- ☐ B. False

Question #16

According to the CM/ECF User Manual, in which order should motion related papers be filed?

- ☐ A. It doesn't matter
- ☐ B. Notice, motion, certificate of service
- ☐ C. Motion, notice, certificate of service
- ☐ D. Certificate of service, notice motion

Question #17

In order to be considered timely, any motions filed *electronically* on the last day for filing pursuant to LBR 9013-1(b) must be filed:

- ☐ A. Before midnight on the date set as a deadline
- ☐ B. By 5:00 PM Eastern Standard Time
- ☐ C. By 2:00 PM eastern Standard Time
- ☐ D. By 4:00 PM Eastern Standard Time

Question #18

When a default notice of motion is filed pursuant to Local Bankruptcy Rule 9013-4, the notice of motion requires a special event to be used. Which event listed below is correct?

- ☐ A. Notice of hearing
- ☐ B. Notice of motion
- ☐ C. Notice of hearing on default motion
- ☐ D. None of the above

Question #19

What is the correct procedure to follow when a stipulation or another document requires two or more signatures?

- ☐ A. The filer must comply with FRBP 9011
- ☐ B. The filer must obtain the physical signatures of all parties on the document and must maintain the original signed document
- ☐ C. Both a and b above
- ☐ D. None of the above

Question #20

Copies of documents filed electronically must be retained by the filer:

- ☐ A. Only until the case is closed
- ☐ B. A minimum of 5 years
- ☐ C. A minimum of 2 years after the case is closed
- ☐ D. A minimum of 3 years after the case is closed

Question #21

If a credit card transaction to pay a fee is declined by the credit card issuer for any reason, payment must be made to the Court:

- ☐ A. Within 5 business days after the filer is notified
- ☐ B. By close of business on the next business day after the filer is notified
- ☐ C. Within 3 business days after the filer is notified
- ☐ D. Within 7 business days

Question #22

Proposed orders can be submitted electronically to the Court.

- ☐ A True
- ☐ B. False

Question #23

The Local Bankruptcy Rules for the Northern District of New York (LBR) which can be found at www.nynb.uscourts.gov:

- ☐ A. Do not apply in any way to electronically filed cases
- ☐ B. Are to be read in conjunction with the Administrative Procedures for Electronic Case Filing and the Administrative Order for Electronic Case Filing
- ☐ C. Only apply to cases and proceedings filed prior to January 1, 2003
- ☐ D. Both a and c above

Question #24

If you file an incorrect document in a case and thus have created an incorrect docket entry, you should:

- ☐ A. Contact the Help Desk to have the Clerk's Office correct the error
- ☐ B. Contact the trainer to have the error corrected
- ☐ C. Immediately re-file the document and note on the docket that the document has been re-filed
- ☐ D. Do nothing. The Court's Quality Control team will catch and correct all errors

Question #25

When filing documents electronically, the filer is not required to read the Administrative Procedures in conjunction with the LBR for the Northern District of New York.

- ☐ A. True
- ☐ B. False

Question #26

The "ECF Case - Chambers Copy" must contain a copy of the original signature of the filer and can be faxed to the court.

- ☐ True
- ☐ False

Question #27

If adjournment letters and status conference requests are filed conventionally or electronically, the filer:

- ☐ A. Must also fax the letter or request to Chambers or Courtroom Services (depending on division)
- ☐ B. Must file an "ECF Case - Chambers Copy" over the counter
- ☐ C. Need not take any further action
- ☐ D. Must call Chambers immediately after filing the letter or request

Question #28

When filing a case electronically, an added necessary step is to:

- ☐ A. Upload creditors on the mailing matrix
- ☐ B. Mail a copy of the petition to the UST
- ☐ C. Mail a copy of the petition to the panel trustee
- ☐ D. All of the above

Question #29

When filing a default motion electronically, the proposed order should be:

- ☐ A. Contained within the motion PDF file
- ☐ B. Held by the filing party until the return date has passed
- ☐ C. Filed conventionally along with the "ECF Case - Chambers Copy" of the motion
- ☐ D. Submitted as an attachment to the motion PDF file

Question #30

When filing a matrix as an attachment to an amendment, what format is to be used?

- ☐ A. A text file
- ☐ B. A WordPerfect file
- ☐ C. A JPEG file
- ☐ D. A pdf file

Question #31

Chambers requires a clearly marked "ECF Case - Chambers Copy" of:

- ☐ A. Documents relating to calendaring matters, adversary proceedings and appeals
- ☐ B. All documents
- ☐ C. Petitions, plans, operating reports and reaffirmation agreements
- ☐ D. The 2016b disclosure of compensation agreements

Question # 32

If you are an attorney filer and you find it necessary to amend a schedule, add additional creditors to the list of creditors, add creditors to the matrix or a mailing list, what action must you take to docket the amendment in CM/ECF?

- ☐ A. Process the amendment through the Proof of Claim menu
- ☐ B. Process the amendment and pay the \$26.00 amendment fee through Bankruptcy > Other> Amended Schedule (Fee)
- ☐ C. Both B & D
- ☐ D. Process the amendment through the Creditor Maintenance menu

Question #33

If you file a motion that requires a fee and the case is closed, will the money be refunded to you?

- ☐ A. Yes
- ☐ B. No

Question #34

When entering the name and address of creditors to the “Add Creditor Screen”, only use the Name line and Address lines one through four.

- ☐ A. True
- ☐ B. False

Question #35

If you file a motion on a closed case and have not previously sought to reopen the case, will that motion be heard by the Court?

- ☐ A. Yes
- ☐ B. No

Question #36

When entering the creditor address information into ECF, the state must be abbreviated using two letter postal abbreviation in all addresses.

☐ A. True

☐ B. False

Question #37

Each name and address line has a 40 character maximum limit. Using more than 40 characters will cause notices to fail at the BNC.

☐ A. True

☐ B. False

Question # 38

When filing a document using the CM/ECF system, the system generates a Notice of Electronic Filing, this Notice shall be deemed the equivalent of service of the pleading or other paper by first class mail

☐ A. True

☐ B. False

Question # 39

The CM/ECF system will not send parties listed on the mailing matrix a Notice of Electronic Filing when documents are filed in the case or proceeding

☐ A. True

☐ B. False

Question #40

In an adversary proceeding filed electronically, the summons can only be filed electronically

___ A. True

___ B. False

This completes the certification exam. **PLEASE BE SURE TO SAVE YOUR EXAM FOLLOWING THE INSTRUCTIONS PROVIDED ON PAGE ONE OF THIS EXAM. DO NOT click “File”, “Save”, in your browser’s drop-down list.** Once saved, either email the saved file to the Court at the following email address:

dina_ventura@nynb.uscourts.gov

or

thomas_zdanowicz@nynb.uscourts.gov

or print the completed test and mail it to us at:

U.S. Bankruptcy Court - NDNY

Attn.: Thomas Zdanowicz

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Thank you.